

COUNTY

CODES

BUILDING • ELECTRICAL • HOUSING • ZONING

Rutherford County Government of Tennessee

Ernest Burgess, County Mayor

David H. Jones, Director

RESIDENTIAL PERMITTING AND INSPECTION PROCEDURES

This information is intended to assist property owners and contractors in the Permit and Code Inspection process for Single Family Residential Construction.

WHY DO YOU NEED A PERMIT?

Building permits are mandated by state and local laws, to promote orderly development through a Zoning Code and to bring about safe construction through Construction Codes. This begins at the time of application when your project is reviewed to determine compliance with the local Zoning Codes. Prior to permit issuance, other approvals may also be required, such as evidence of water availability or a proper sewage disposal method.

After the Building Permit is issued, a series of inspections are required to determine that the project is being completed in compliance with adopted codes and standards.

HOW DOES A PERMIT BENEFIT THE HOMEOWNER?

In a word: SAFETY. A permit system protects you, your family and guest, and future owners. It protects your neighbor. It protects your contractor. It protects your community. Evidence of permits and inspections may be required in an insurance claim, refinance or property sale. All of this adds up to a protection of your health, safety and welfare and your property's value.

COMMENCING CONSTRUCTION WITHOUT PERMITS!

Commencing construction without a building permit results in a substantial penalty-payment of double permit fee. Depending on what stage your project is in, it could also result in costly corrections and delays and other legal problems.

WHO CAN OBTAIN BUILDING PERMITS?

A property owner who presently **occupies** or **intends** to occupy a Single Family Residence may obtain a building permit to construct or repair a residence.

Contractors who are properly licensed with the State of Tennessee may also obtain a building permit, with the limits established for their licenses.

WHEN IS A BUILDING PERMIT REQUIRED?

1. **Construct a new residence building or addition thereto.**
2. **Place or replace a mobile home on property.**
3. **Place a modular or doublewide mobile home on property.**
4. **Move and place a previously constructed residence building onto property. (This also requires a separate moving permit, which must be issued simultaneously and is subject to a strict completion period.)**
5. **Construct a new accessory structure or addition thereto (accessory structures include garages, carports, patio covers, decks, porches and storage buildings including portable storage building of 120 square foot or more).**
6. **Construct or install swimming pools (below or above ground). A 48" high barrier or fence is required around pool. (A SITE PLAN IS REQUIRED FOR ITEMS 1 THRU 6).**

7. Convert accessory areas, such as attached garages, unfinished basements, attics, etc., to habitable space.
8. Repair, alter, or rehabilitate a structure that goes beyond the scope of “normal maintenance repair”, including removing or altering load bearing timbers, replacing supporting walls, or moving partitions.
9. Demolish any structure or portion thereof.

WHEN IS A BUILDING PERMIT NOT REQUIRED?

Normal maintenance repairs of an existing building or structure may with the approval of the building official be made without a permit provided such repairs do not violate any provision of the Rutherford County Zoning Resolution or Building Codes.

Normal maintenance repairs shall be defined as repairs to an existing building or structure, including but not limited to exterior and interior painting, papering, glazing of windows and doors, floor finishing, minor repairs to chimneys, stairs, porches, underpinning.

WHEN IS A SITE PLAN REQUIRED TO OBTAIN A RESIDENTIAL BUILDING PERMIT?

A site plan must be submitted by the applicant, for review, involving any application for new construction, additions or any work described in items (1) thru (6) above. A site plan is reviewed by the Zoning Review staff to determine compliance with setback requirements and other bulk requirements of the Zoning Resolution. A complete accurate site plan is extremely important in expediting the permit application and inspection process.

Our department does not require that site plans (for single family residential construction) be done by a licensed professional. However, the site plan must be an accurately dimensioned scale drawing, which includes the following information:

TYPICAL SITE PLAN

- A. Indicate site dimensions.
- B. Indicate location and size of existing and proposed structures.
- C. Indicate distance to property lines on all structures being constructed or altered.
- D. Indicate location of any known easements.
- E. Indicate the location of septic tank and field line area.
- F. Indicate distance to septic tank and field line area.
- G. Provide figures on site plan showing square footage of total lot coverage
- H. Provide figures on site plan showing the square footage of new improvements.
- I. Indicate the scale of the drawing.

Homeowners often have a Mortgage Loan Survey, which works extremely well for a site plan. (Examples of a site plan are included in the information). We do not normally require construction plans for single-family construction. However, we do require plans for a basement house prior to the time of application to allow a plan review, which normally takes two to three days. The inspection division will field check for compliance with Building, Plumbing, Energy and Gas/Mechanical Codes during construction. The State of Tennessee Electrical Inspectors will inspect for Electrical Codes compliance.

At the time of application you must have the name of the property owner, proper street address and/or the tax map and parcel number to insure proper identification of the property. (Complete application form attached.)

APPLICATION PROCESS

LOCATION: Rutherford County Office Building
One Public Square South
Murfreesboro, TN 37130

PHONE: (615) 898-7734 or Fax: (615) 898-7941

HOURS FOR APPLICATIONS: 8:00 a.m. to 4:30 p.m.
Monday thru Friday

When you arrive at the Department of Building Codes you will be referred to the Zoning Examiner where a representative will ask you to provide information that will aid in expediting this permit process. This representative will review your site plan. If all the information you are providing is correct and in compliance with the zoning codes the representative may refer you to the Development Tax collection desk where a representative will collect the development tax for each new dwelling unit proposed for construction. Building Codes will then issue the permit.

The Codes Department, when proper information is provided, issues over 85% of the residential permits applied for on the first visit to our office. However, some applications require approvals from other Departments, such as State of Tennessee Department of Environment and Conservation, Ground Water Division (Septic Tank Permits), Engineering Department and Planning Commission. When this occurs the Zoning Examiner will act as your counselor providing you with information that will aid you in obtaining these approvals. A typical example of this is an applicant applying for a permit for a parcel of land, which is served by a private sewage disposal system (septic tank and overflow). This will require an approval from the State Department of Environment & Conservation (Room 215) which may take a few days prior to the issuance of a permit that involves items 1-7, on page one, in the section entitled "When Is A Building Permit Required."

PERMIT FEES AND OTHER ASSOCIATED FEES

- Permit fees are charged to offset permit processing and inspection costs.
- Fees for Building permits involving new structures are charged based on valuation figures that are published semi-annually by the Southern Building Code Congress International.
- Fees for remodeling work are based on the actual value of the improvements.
- Development Tax fee for New Residential Dwelling Units is an amount equal to \$1500 per lot and/or dwelling unit. The Developer prior to the recording of a plat may pay half of this fee. Development prior to the adoption of the act may be eligible for exemption of a portion of the Development Tax fee. The Development Tax office will assist you with this evaluation.

OTHER PERMITS REQUIRED

When your project involves electrical work separate permits and inspections are required. These permits are issued to subcontractors licensed in the respective trades. In some instances these permits may be issued directly to the homeowner. The electrical office is located in Room 110. The Building Permit must be issued prior to the issuance of permits to the subcontractors. To expedite the issuance of their permit please provide the subcontractor with your building permit number.

AFTER THE PERMIT IS ISSUED: PERMIT EXPIRATION

Unless otherwise stated, a Building Permit requires construction to commence within six (6) months of date of issuance and be completed within twenty-four (24) months of the date of issuance. Other types of permit may have differing expiration dates, such as moving and foundation permits. Permits should be posted on the premises before construction beginning, and remain posted during construction.

INSPECTIONS REQUIRED

The adopted codes require that, all work must be inspected at specified intervals during the construction process, such as footing, framing and final. It is the **Building Permit holder's responsibility** to request inspections and receive proper approvals from the Codes Department prior to moving to the next phase of construction. Failure to obtain these approvals can necessitate uncovering work to facilitate proper inspections. At the time of permit issuance each applicant is provided a checklist indicating the required inspections, with the information on how to make the request. You must have your Permit Number to request inspection. The electricians, HVAC contractors, etc. are responsible for requesting their own inspections. Again, the Building Permit holders are responsible for requesting their own inspections. For your family's safety in case of a 911 emergency, all residences, buildings, structures and other facilities shall have their street numbers displayed conspicuously for view from the public street. It shall be sufficient to have the street numbers on the mailbox for said structures if the mailbox is adjacent to the right-of-way. Lettering on residences shall be a minimum of three (3) inches in height on a contrasting background.

At the completion of the project, after all final inspections have been made and approved; the electrical service will be released to the power company. The building permit holder will receive a Certificate of Occupancy or notice of final inspection to authorize Use and Occupancy of the improvements. It is unlawful to occupy a structure without issuance of this letter.

Should you have any questions regarding permit issuance, or other areas of the construction or codes process, please call the following Divisions for information:

Permit Issuance and/or Zoning information: (615) 898-7734

Construction Code or Inspection information:

Building (615) 898-7814

Inspectors Office Hours: 8-9 a.m. and 3:30-4:30 p.m.

Electrical (615) 907-3558

Inspectors Office Hours: 8-9 a.m.

Issuing Agent: Mon – Thurs 8 a.m. – 12:00 p.m.

Fax Number: (615) 898-7941